

A man and a woman are sitting together, looking at a tablet. The man is on the left, wearing a light blue shirt, and the woman is on the right, wearing a grey blazer. They are both smiling and appear to be in a professional setting. The background is a bright, out-of-focus office environment.

REPORT

ADMINISTRATOR

GUIDE

Transfusion Practice
and Patient Blood
Management elearning



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WELCOME TO THE BLOODSAFE ELEARNING AUSTRALIA

REPORT ADMINISTRATOR GUIDE

If you need any further assistance, please contact support@bloodsafelearning.org.au

“ This was an
excellent refresher
course.
Easy to negotiate
and enjoyable. ”

Jeannette, Registered Nurse

WHAT IS A REPORT ADMINISTRATOR?

Report Administrators are nominated representatives responsible for monitoring registered user progress on behalf of their organisation.

Report Administrators can access BloodSafe eLearning Australia's registered user reports anytime using any number of parameters such as date range, hospital(s) or region(s), a specific course or all courses.

These reports are downloaded as .csv files. .csv's can be opened in Microsoft Excel or imported into a training record system (dependent on system capabilities).

HOW DO I BECOME A REPORT ADMINISTRATOR?

In order to obtain reports you must first be registered as a user with BloodSafe eLearning Australia. Users in roles such as transfusion nurse, hospital education coordinator or similar, may be eligible to add a permission as a Report Administrator.

We require an authorisation email from your manager, Director of Nursing or similar position to be able to add your Report Administrator permissions.

Generally you will need report permissions at a workplace level unless you have a region wide role. State what level of permission you are seeking when requesting report administrator access.

To find out more and to seek a Report Administrator permission, please contact the BloodSafe eLearning Australia Program Management Office via support@bloodsafelearning.org.au.

HOW DO I LOGIN AS A REPORT ADMINISTRATOR?

Once you have contacted BloodSafe eLearning Australia's Program Management Office and obtained a Report Administrator's permission, go to www.bloodsafelearning.org.au

You will then login like any other user via the Login button located on the homepage.

WHAT REPORTS ARE AVAILABLE?

Reports are available to organisations in a downloadable .csv file across a range of parameters (workplace, region, state). These can be used for monitoring uptake and as evidence of completion for accreditation purposes. You can only view users registered within your permission level.

The reports that are available include:

- Individual users (ability to separately search the record of a user to check course completions or detail)
- Detailed report (a comprehensive report listing all users registered, including all course completions within a selected date range)
- Course completions (a list of users who have completed a course within a selected date range)
- Course completion summary (summary reports by selected demographics such as profession, workplace etc)

For assistance on filtering within the .csv file see the 'Help with using Excel & reports' section page 15.



Note: If your organisation previously imported the .csv file into your local Learning Management System (LMS) you may need to revise your settings. Additional courses have been released and reordering of course columns within the file has occurred.

WHAT REPORTS ARE AVAILABLE? - INDIVIDUAL USER

Individual User

(ability to separately search the record of a user to check course completions or detail):

- Type users name or email address exactly as they originally registered
- Select correct user from the next screen
- You can then view:
 - Details
 - Assessments
 - Workplaces

Details *Example*

The screenshot shows the 'Reporting' interface with the 'Individual User Search' header. Below the search bar, a user profile is displayed with a placeholder icon and the text 'bloodsafe id: [redacted]'. The 'Details' tab is selected, showing the following information:

- email: [redacted]
- email validation: ▲ not verified
- first name: [redacted]
- preferred name: [redacted]
- last name: [redacted]
- registration date: 05/06/2017
- last visited: 03/01/2019
- last browser: Chrome|59.0.3071.109
- last os: Windows 7

Assessments *Example*

The screenshot shows the 'Reporting' interface with the 'Individual User Search' header. Below the search bar, a user profile is displayed with a placeholder icon and the text 'bloodsafe id: [redacted]'. The 'Assessments' tab is selected, showing a table of course completions:

Assessments

Show 10 entries Search: [redacted]

Course name	Course status	Commencement date	Completion date
Clinical Transfusion Practice	Completed	-	05/06/2017
Critical Bleeding	Completed	-	02/01/2019
Critical Care	Completed	-	03/01/2019
Patient Blood Management Essentials	Expired	-	-

Showing 1 to 4 of 4 entries Previous 1 Next

WHAT REPORTS ARE AVAILABLE? - INDIVIDUAL USER

Workplaces *Example*

The screenshot displays the 'Reporting' section of the BloodSafe system. At the top, there is an 'Individual User Search' field. Below this, a user profile is shown with a placeholder icon and the text 'bloodsafe id: [redacted]'. The interface has three tabs: 'Details', 'Assessments', and 'Workplaces', with 'Workplaces' being the active tab. The 'Workplaces' section is titled 'WORKPLACES' and includes a note: 'Only displaying workplaces of this user that you have permission to view.' Below this, a single workplace entry is listed as 'Workplace 1'. The details for this workplace are: 'Employee Number: [redacted]', 'Employment Status: Employed', 'Workplace: Royal Adelaide Hospital / Central Adelaide Local Health Network / South Australia / Australia', 'Profession: Nurse - Registered', and 'Workarea: Emergency Care'.

WHAT REPORTS ARE AVAILABLE? - DETAILED REPORT

Detailed Report

(a comprehensive report listing all users registered, including all course completions within a selected date range):

1. Select required date range (defaults to the last month)
2. Choose which workplaces/regions you would like a report on by selecting either
 - **“Simple checkbox”** provides all locations within your permissions (choose ‘select all’ to generate a report on all of your permissions or tick the box on the left for only one/some)
 - **“Advanced menu selection”** (useful if you have multiple workplace permissions (or region or state level) and you only want to report on one/some)
3. Select download CSV report – report downloads as a .csv report which can be saved

Simple checkbox Example

Reporting

You should note that some of the reports contain personal information and must only be used for the purposes specified in the Terms of Use, and in accordance with your organisation's privacy policy and any relevant legislation.

[Individual Users](#) | [Detailed Report](#) | [Course Completions](#) | [Course Completion Summary](#)

Create a Course Detailed Report

1. Select a Date Range

Choose the first and last dates to include within your report.

From	To
<input type="text" value="1st January 2019"/>	<input type="text" value="16th April 2019"/>

2. Select Reporting Locations

You may select your reporting locations by using either:
a **checkbox list sorted by reporting level** or with a more **advanced drop-down menu**.

[Simple checkbox location selection](#) | [Advanced dropdown menu selection](#)

Locations available for you to report on
Tick the boxes next to the locations you would like included in your report.

Region Level Locations: - [Select All](#) | [Select None](#) -

- Central Adelaide Local Health Network / South Australia / Australia

Workplace Level Locations: - [Select All](#) | [Select None](#) -

- Glenside Hospital / Central Adelaide Local Health Network / South Australia / Australia
- Hampstead Rehabilitation Centre / Central Adelaide Local Health Network / South Australia / Australia
- Pregnancy Advisory Centre / Central Adelaide Local Health Network / South Australia / Australia
- Prison Health Services / Central Adelaide Local Health Network / South Australia / Australia
- Royal Adelaide Hospital / Central Adelaide Local Health Network / South Australia / Australia
- St Margaret's Hospital / Central Adelaide Local Health Network / South Australia / Australia
- The Queen Elizabeth Hospital / Central Adelaide Local Health Network / South Australia / Australia
- Western Community Mental Health Centre / Central Adelaide Local Health Network / South Australia / Australia

3. Download Report

Please complete the form above.

[Back To Reporting Menu](#)

WHAT REPORTS ARE AVAILABLE? - DETAILED REPORT

Advanced menu selection *Example*

Reporting

You should note that some of the reports contain personal information and must only be used for the purposes specified in the Terms of Use, and in accordance with your organisation's privacy policy and any relevant legislation.

[Individual Users](#) | [Detailed Report](#) | [Course Completions](#) | [Course Completion Summary](#)

Create a Course Detailed Report

1. Select a Date Range

Choose the first and last dates to include within your report.

From To

2. Select Reporting Locations

You may select your reporting locations by using either:
a **checkbox list sorted by reporting level** or with a more **advanced drop-down menu**.

Simple checkbox location selection **Advanced dropdown menu selection**

Available locations filtered by area
Find a location from the drop-down menus below.
Click **'Add Another Location'** to include users from that location in your report.
Locations will be listed below.

You can add one or multiple locations within your permissions

Country:

Locations included in this Report
No locations selected. Selected locations will be displayed here...

3. Download Report

Please complete the form above.

[Back To Reporting Menu](#)

WHAT REPORTS ARE AVAILABLE? - COURSE COMPLETIONS

Course Completions

(a list of users who have completed a course within a selected date range):

1. Select required date range (defaults to the last month)
2. Select courses you wish to report on – it does automatically ‘Select all’ to include all courses, otherwise ‘Select none’ and then individually choose the course/s as required to report on one or more courses
3. Select Reporting Locations by choosing either Simple Checkbox location selection OR Advanced drop-down menu.
 - **“Simple checkbox”** provides all locations within your permissions (choose ‘select all’ to generate a report on all of your permissions or tick the box on the left for only one/some)
 - **“Advanced menu selection”** (useful if you have multiple workplace permissions (or region or state level) and you only want to report on one/some)
4. Select download CSV report – report downloads as a .csv report which can be saved

Examples on following pages...

WHAT REPORTS ARE AVAILABLE? - COURSE COMPLETIONS

Simple checkbox *Example*

Reporting

You should note that some of the reports contain personal information and must only be used for the purposes specified in the Terms of Use, and in accordance with your organisation's privacy policy and any relevant legislation.

[Individual Users](#) | [Detailed Report](#) | [Course Completions](#) | [Course Completion Summary](#)

Create a Course Completions Report

1. Select a Date Range
Choose the first and last dates to include within your report.

From: To:

2. Select Courses
Choose from the list below which course completion results to include within your report. Select at least one course.

Select All | Select None

- Clinical Transfusion Practice
- Clinical Transfusion Practice: Refresher
- Collecting Blood Specimens
- Transporting Blood
- Patient Blood Management
- Medical
- Cancer
- Cardiac
- Chronic Kidney Disease
- Chronic Transfusion
- Gastrointestinal
- Critical Bleeding
- Critical Care
- Perioperative
- Obstetric Haematology
- Obstetric Blood Management
- Postpartum Haemorrhage
- PBM for Neonates and Paediatrics
- Neonatal Preterm
- Fetal Neonatal Alloimmune Thrombocytopenia
- Paediatric Major Haemorrhage
- Paediatric Haematology/ Oncology
- Paediatric Surgical
- Paediatric Iron-deficiency Anaemia
- Viscoelastic Haemostatic Testing
- (old) Iron Deficiency Anaemia
- Iron Deficiency Anaemia: Essentials
- Iron Deficiency Anaemia: Heavy Menstrual Bleeding
- Iron Deficiency Anaemia: Paediatric
- Iron Deficiency Anaemia: Preoperative

3. Select Reporting Locations
You may select your reporting locations by using either:
a **checkbox list sorted by reporting level** or with a more **advanced drop-down menu**.

Simple checkbox location selection Advanced dropdown menu selection

Choose which location(s) to include in your report. You can select one or multiple different locations within your permissions.

Locations available for you to report on
Tick the boxes next to the locations you would like included in your report.

Region Level Locations: - Select All | Select None -
 Central Adelaide Local Health Network / South Australia / Australia

Workplace Level Locations: - Select All | Select None -
 Glenside Hospital / Central Adelaide Local Health Network / South Australia / Australia
 Hampstead Rehabilitation Centre / Central Adelaide Local Health Network / South Australia / Australia
 Pregnancy Advisory Centre / Central Adelaide Local Health Network / South Australia / Australia
 Prison Health Services / Central Adelaide Local Health Network / South Australia / Australia
 Royal Adelaide Hospital / Central Adelaide Local Health Network / South Australia / Australia
 St Margaret's Hospital / Central Adelaide Local Health Network / South Australia / Australia
 The Queen Elizabeth Hospital / Central Adelaide Local Health Network / South Australia / Australia
 Western Community Mental Health Centre / Central Adelaide Local Health Network / South Australia / Australia

4. Download Report
Please complete the form above to download your report.

[Back To Reporting Menu](#)

WHAT REPORTS ARE AVAILABLE? - COURSE COMPLETIONS

Advanced menu selection *Example*

Reporting

You should note that some of the reports contain personal information and must only be used for the purposes specified in the Terms of Use, and in accordance with your organisation's privacy policy and any relevant legislation.

[Individual Users](#) | [Detailed Report](#) | [Course Completions](#) | [Course Completion Summary](#)

Create a Course Completions Report

1. Select a Date Range

Choose the first and last dates to include within your report.

From To

2. Select Courses

Choose from the list below which course completion results to include within your report. Select at least one course.

Select All | Select None

- Clinical Transfusion Practice
- Clinical Transfusion Practice: Refresher
- Collecting Blood Specimens
- Transporting Blood
- Patient Blood Management
- Medical
- Cancer
- Cardiac
- Chronic Kidney Disease
- Chronic Transfusion
- Gastrointestinal
- Critical Bleeding
- Critical Care
- Perioperative
- Obstetric Haematology
- Obstetric Blood Management
- Postpartum Haemorrhage
- PBM for Neonates and Paediatrics
- Neonatal Preterm
- Fetal Neonatal Alloimmune Thrombocytopenia
- Paediatric Major Haemorrhage
- Paediatric Haematology/ Oncology
- Paediatric Surgical
- Paediatric Iron-deficiency Anaemia
- Viscoelastic Haemostatic Testing
- (old) Iron Deficiency Anaemia
- Iron Deficiency Anaemia: Essentials
- Iron Deficiency Anaemia: Heavy Menstrual Bleeding
- Iron Deficiency Anaemia: Paediatric
- Iron Deficiency Anaemia: Preoperative

3. Select Reporting Locations

You may select your reporting locations by using either:
a **checkbox list sorted by reporting level** or with a more **advanced drop-down menu**.

[Simple checkbox location selection](#) [Advanced dropdown menu selection](#)

Choose which location(s) to include in your report. You can select one or multiple different locations within your permissions.

Available locations filtered by area

Find a location from the drop-down menus below.
Click **'Add Another Location'** to include users from that location in your report.
Locations will be listed below.

You can add one or multiple locations within your permissions

Country:

Locations included in this Report
No locations selected. Selected locations will be displayed here...

4. Download Report

Please complete the form above to download your report.

[Back To Reporting Menu](#)

WHAT REPORTS ARE AVAILABLE? - COURSE COMPLETION SUMMARY

Course Completion Summary

(summary reports by selected demographics such as profession, workplace etc):

1. Select a Report Type – Profession, Work area, Workplace, Region, State or Country.
2. Select required date range (defaults to the last month)
3. Select Workplace Locations – from relevant drop down arrows
4. Select download CSV Report – report downloads as a .csv report which can be saved

Example

Reporting

You should note that some of the reports contain personal information and must only be used for the purposes specified in the Terms of Use, and in accordance with your organisation's privacy policy and any relevant legislation.

[Individual Users](#) | [Detailed Report](#) | [Course Completions](#) | [Course Completion Summary](#)

Create a Course Completions Workplace Summary Report

1. Select a Report Type

Workplace

This will create a course completions summary report categorised by workplace.

2. Select a Date Range

Choose the first and last dates to include within your report.

From: 16th March 2019 To: 16th April 2019

3. Select Workplace Locations

Available locations filtered by area
Find a location from the drop-down menus below.
Click 'Add Another Location' to include users from that location in your report.
Locations will be listed in the area below.

You can add one or multiple locations within your permissions

Country:
Australia

State:
South Australia

Region:
Central Adelaide Local Health Network

Workplace:
Royal Adelaide Hospital

[Add Another Location](#) [Clear Current Selection](#)

Locations included in this Report

Royal Adelaide Hospital / Central Adelaide Local Health Network / South Australia / Australia

4. Download Report

Please note: After clicking download, it may take a moment for your download to begin.

[Download CSV Report](#)

HOW DO I ADD A REPORT ADMINISTRATOR PERMISSION FOR A WORKPLACE?

Contact BloodSafe eLearning Australia helpdesk at support@bloodsafelearning.org.au to request permissions to be added.

HOW DO I SET AN EMPLOYEE NUMBER AS MANDATORY FOR A WORKPLACE?

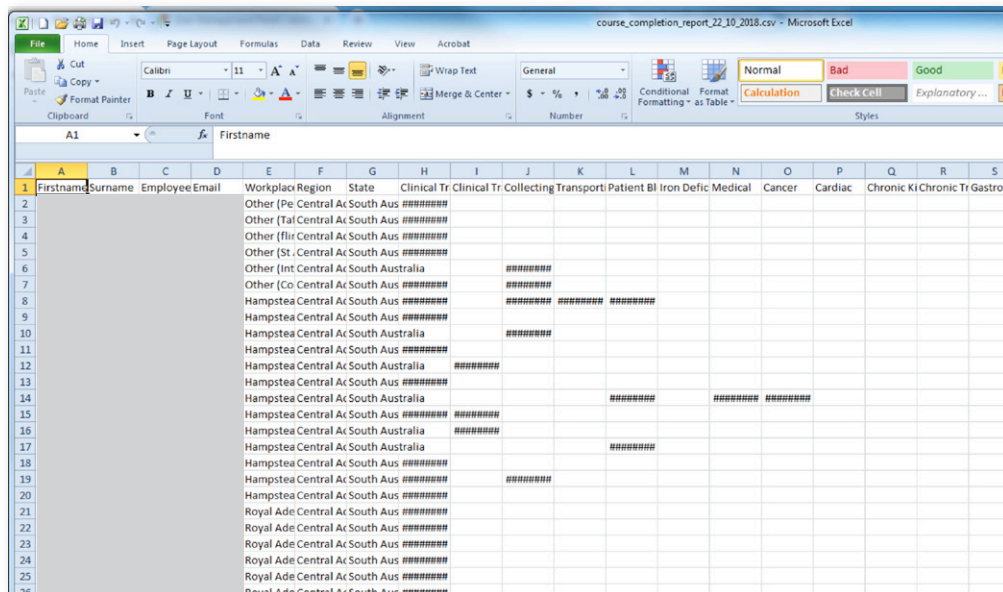
Contact BloodSafe eLearning Australia helpdesk at support@bloodsafelearning.org.au to request an employee number to be set as mandatory for a workplace.

HELP WITH USING EXCEL & REPORTS

Widening Columns

If the column contains data you cannot read eg ##### the data is too wide for the width of the cell.

Example



Instructions

You can widen the column so that the data can be seen by placing your cursor at the right of a column heading that you wish to widen.

A black two way arrow \leftrightarrow will appear and either:

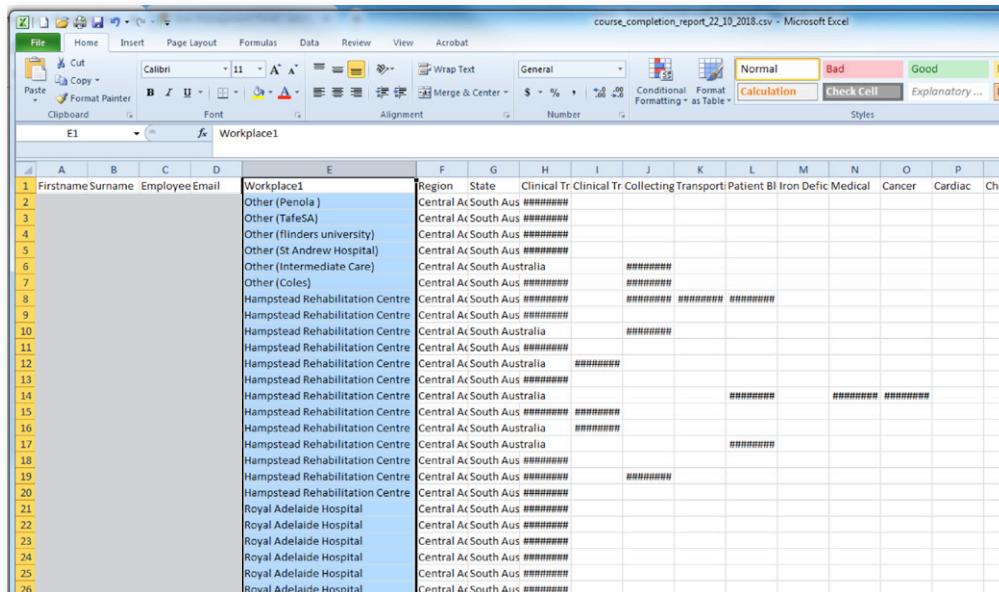
1. select and drag the edge of the column to the right until you can read the data or
2. double select (at the right of the column heading – instead of select and drag).

This will widen the column to encompass the entire data.

HELP WITH USING EXCEL & REPORTS

Sorting Data

Example



Instructions

Select a column of data in a range of cells.

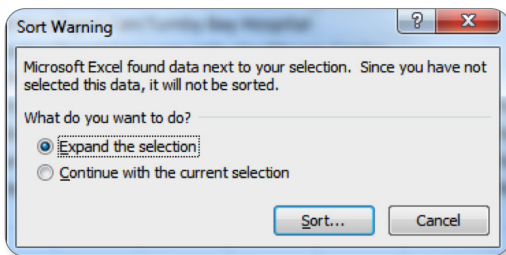
Find the following icons   on the tool bar:

To sort in ascending alphanumeric order, select  Sort A to Z.

To sort in descending alphanumeric order, select  Sort Z to A.

If a warning box appears as below select 'Expand the selection' radio button

Example



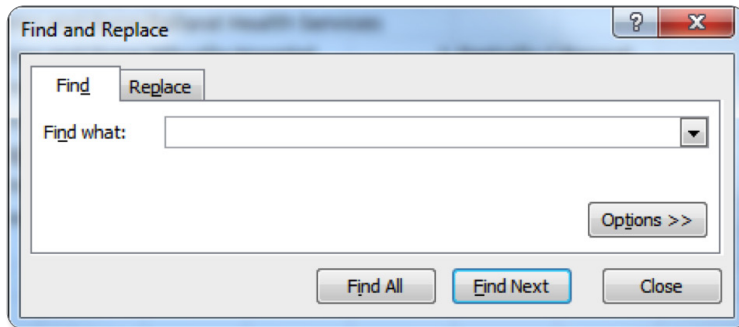
Select the sort button

If you do not have a descending  icon on your tool bar go to Data>Sort for more options.

HELP WITH USING EXCEL & REPORTS

Finding specific text in a column eg Employee name

Example



Instructions

Go to Home > Find & Select and select 'Find'.

Alternatively you can use the shortcut key (Ctrl + F).

This will bring up a 'Find and replace' dialogue box.

Type in the employees surname you are trying to find and select the 'find all' button. You can continue to navigate through the spreadsheet finding all instances of your search term by selecting *Find next*.

Using Excel Filters

Example

Region	State	Clinical Tr	Clinical Tr	Collecting Transport	Patient Bl	Iron Defic	Medical	Cancer	Cardiac	Chro
Other (Penola)	Central Ac	South Aus	#####							
Other (TafeSA)	Central Ac	South Aus	#####							
Other (flinders university)	Central Ac	South Aus	#####							
Other (St Andrew Hospital)	Central Ac	South Aus	#####							
Other (Intermediate Care)	Central Ac	South Aus	#####							
Other (Coles)	Central Ac	South Aus	#####							
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Hampstead Rehabilitation Centre	Central Ac	South Aus	#####	#####	#####	#####				
Royal Adelaide Hospital	Central Ac	South Aus	#####							
Royal Adelaide Hospital	Central Ac	South Aus	#####							
Royal Adelaide Hospital	Central Ac	South Aus	#####							
Royal Adelaide Hospital	Central Ac	South Aus	#####							
Royal Adelaide Hospital	Central Ac	South Aus	#####							
Royal Adelaide Hospital	Central Ac	South Aus	#####							

Instructions

The Filter allows a user to filter items in a list according to a set criteria eg if you wish to find all nurses or midwives or registrars etc.

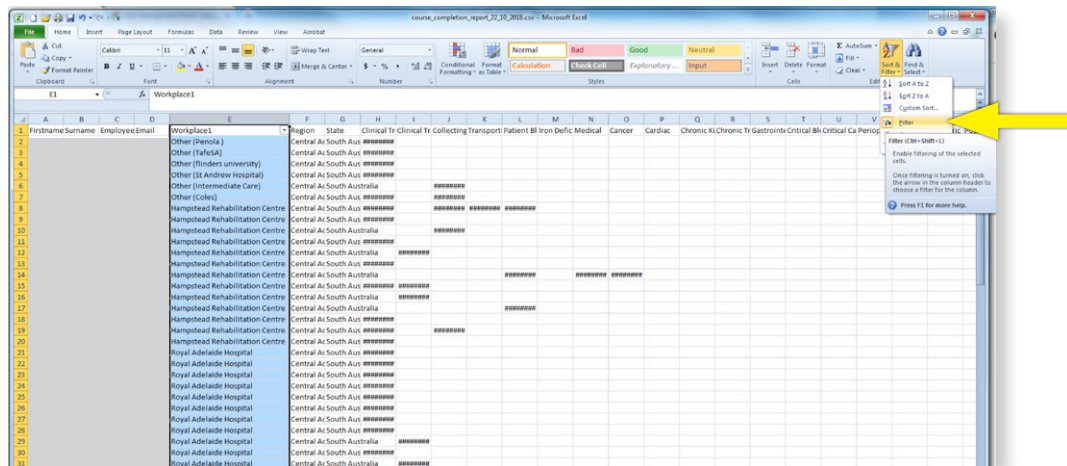
You can filter text, numbers or dates with Filter.

To activate Filter, select the column heading/label to highlight column (as shown above) and go to Data>Filter.

HELP WITH USING EXCEL & REPORTS

Using Excel Filters

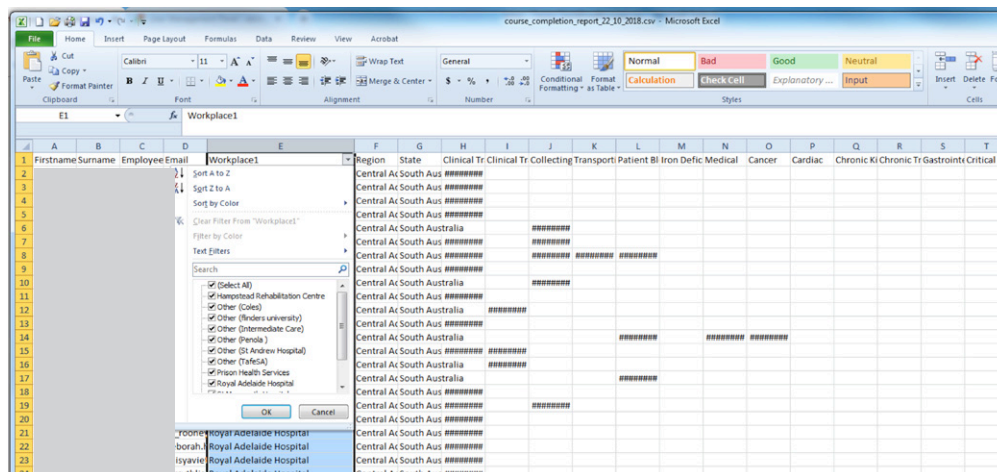
Select 'Filter'



Once you have applied Filters to a worksheet, filter switches (black drop down arrows) will appear to the right of your column headings.

Once the drop arrows appear, select one of the arrows to the right of a column heading you wish to filter and you will see a list of options.

Within this list are options to Select All by checking the tick box (note: this is the default setting) or by selecting individual items by checking the appropriate selections. If you are unable to see your selection there is also the option to Search for your selected filter by typing in the Search text box.



To deactivate the filter, go to Data>Filter and select Filter. You will notice the button is no longer highlighted which means the filter has been deactivated.